

REGULATION

MONTGOMERY COUNTY PUBLIC SCHOOLS

Related Entries: ACF-RA, COB-EA, COC-RA, COE-RA, COE-EA, COE-EB, COF-RA, COG-RA, EBA-RA, EBH-RA, ECC-RA, EEA-RA, EKC-RA, Negotiated Agreement

Responsible Office: Deputy Superintendent of Schools

Reporting a Serious Incident

I. PURPOSE

To establish procedures for reporting serious incidents to the appropriate administrative offices and to the public in order to provide for the health, safety, and security of MCPS students and employees

II. BACKGROUND

To ensure the protection of MCPS students and employees, all serious and unusual incidents must be reported to the appropriate MCPS office. All incidents involving personal injury and MCPS property damage must be reported to the immediate supervisor so that safety and/or legal measures may be applied as necessary.

The involvement of police and/or fire and rescue officials on MCPS sites to assist with a problem is always considered an unusual circumstance and must be reported to the appropriate MCPS office.

Employees are required to make reports to their immediate supervisors of assaults against them by non-school persons.

Teachers are required to report incidents in which force has been required to restrain a student.

III. DEFINITIONS

- A. A *serious or unusual incident* is any incident that occurs on an MCPS site, or in connection with a school-related activity, that may be classified into the following categories and may include but not be limited to:

1. Safety/Health

- a) Any incident resulting in death or serious injury of any person on an MCPS site or while conducting MCPS business (See Regulation EBH-RA, *Reporting Student Accidents*. For information concerning reporting an accident involving a school bus, see Regulation EEA-RA, *Transportation of Students*.)
- b) Bomb threats or explosive devices on MCPS sites (See Regulation EKC-RA, *Bomb Threats/Explosive Devices*.)
- c) Fire (See Regulation EBA-RA, *Fire Safety*)
- d) A request for emergency medical assistance
- e) Serious property damage that results in disruption of the school day (See Regulation ECC-RA, *Loss of MCPS Property*.)
- f) Substantial or critical malfunction of essential equipment, facilities, and/or services
- g) Serious abuse or assault (physical/sexual) of any person
- h) Serious abuse of any person that is based on sexual harassment, race, religion, or ethnic background (i.e.; hate/violence incidents) (See Regulation ACF-RA, *Sexual Harassment*; and Policy ACA, *Human Relations*)
- i) Weapons (See Regulation COE-RA, *Weapons*)

2. Security/Discipline

- a) A request for police assistance
- b) Behavior that results in potential or actual disruption of the planned school day
- c) Portable Communication Devices (See Regulation COG-RA, *Portable Communication Devices*.)

- B. *An MCPS Site* is defined as any school or facility, including grounds owned or occupied by MCPS. The definition includes the location of an MCPS sponsored activity.
- C. The *principal/director* refers to the administrator responsible for a school or office as appropriate.
- D. *Appropriate MCPS office* means:
 - Office of School Performance when referring to regular school
 - Office of School Performance when referring to special education schools
 - Office of Special Education and Student Services when referring to alternative programs
 - Office of the Chief Operating Officer when referring to all other locations or operations

IV. PROCEDURES

- A. All serious and unusual incidents are to be reported immediately to the principal/director or designee.
- B. If the incident involves a student, the principal will make every effort to first notify the parent(s)/guardian(s) of the student before any other referral is made unless circumstances require an immediate action by police or other emergency officials to protect the health and safety of all persons involved. The principal/director or designee is responsible for determining the facts and assuring that the students/employees involved have an opportunity to give their input and description of the incident.
- C. The principal/director or designee will be responsible for determining the appropriate course of action including requests for outside (non-school) assistance in accordance with the comprehensive local crisis plans.
- D. As soon as possible, the principal/director or designee will notify by telephone the appropriate MCPS office.
 - 1. In the case of sexual harassment, racial or hate/violence incidents, the principal/director or designee will also immediately notify the Office of School Performance by telephone.

2. Within 24 hours of the oral report, the principal/director or designee will report the incident in writing, using MCPS Form 270-3, *Report of a Serious School Incident*.
- E. Whenever the principal/director or designee perceives that a serious incident threatens the health, safety, or security of students or staff, or there is the likelihood of community concern about the incident, the principal/director or designee, in consultation with the appropriate MCPS office, may release information about the incident to parents, staff, and students, using the guidelines below.
1. The purpose of such a release is to provide all interested parties with timely and accurate information and to solicit support for resolving the situation.
 2. No information will be released that violates the confidentiality rights of any person involved in the incident.
 3. A release regarding a serious incident will contain the following elements:
 - a) The relevant facts of the incident, which may include the age, gender, and grade level of students and/or employee but must exclude any personally identifiable information
 - b) A description of the actions taken to resolve the problem
 - c) A statement of any support activities that parents and/or immediate supervisors or others can provide (if appropriate)
 4. A copy of the letter or other release documents will be attached to the written report, MCPS Form 270-3: *Report of a Serious School Incident*.

Regulation History: Formerly Regulation No. 285-9, November 19, 1976; revised January 31, 1992, revised November 4, 1996; revised July 20, 1998; revised September 24, 1999; updated office titles June 1, 2000; revised February 28, 2006.